



Policy Number 3.4

Chapter: Administration

Title: Legal Department Mission and Structure

Division/Department: Administration/ Legal Affairs

Policy Administrator: General Counsel

Adoption Date: May 17, 2023

Revision Dates:

1. PURPOSE

The Auraria Higher Education Center (AHEC) Division of Administration consists of several departments. This policy defines the Legal Department and identifies its key areas of responsibility.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

3.1. The Legal Department is headed by the General Counsel, whose responsibilities are to provide legal services to AHEC and the Auraria Board, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, and represent AHEC or oversee its representation by other attorneys in all legal matters affecting the institution.

3.2. The mission of the Legal Department is to provide expert legal guidance to the Chief Executive Officer, the AHEC Board of Directors, and AHEC on such matters as contracts, leases, personnel, liability, litigation, policy, legislation, and all other areas which traditionally benefit from legal review and counsel.

3.3. The Legal Department has the following responsibilities:

3.3.1. To represent and advocate for AHEC and the AHEC Board of Directors with respect to all legal matters.

3.3.2. To manage the relationships between AHEC and the Colorado Department of Law, outside counsel, and attorneys representing other entities.

3.3.3. To review and approve contracts and transactions for AHEC and the AHEC Board of Directors.

- 3.3.4. To maintain for the General Counsel a designation of Special Assistant Attorney General from the Colorado Attorney General, so long as it is necessary and appropriate.
- 3.3.5. To retain and oversee outside counsel as necessary and appropriate to the needs of AHEC.
- 3.3.6. To review, analyze, and report to the Auraria Board on proposed, pending and existing legislation affecting AHEC.
- 3.3.7. To interact with state legislators, stakeholders and members of the AHEC community on matters of legislation, federal, state and local laws and regulations.
- 3.3.8. To assess legal and other risks to the institution and take appropriate measures to mitigate, cover and ameliorate such risks.
- 3.3.9. To propose, draft, and present to the Auraria Board policies for the efficient and lawful operations of AHEC; maintain an online library of all AHEC policies; and periodically update policies as necessary due to changing laws and circumstances.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 17, 2023

Approved by: */s/ Tracy Huggins*
Chair of the Auraria Board